

POSITION TITLE	Project Team Leader - Hoarding Advocacy Support Service (HASS)		
POSITION OVERVIEW	The Project Team Leader is responsible for all aspects of the delivery of the HASS Project, which works with the ACT Government Hoarding Case Management Group (HCMG) to provide a coordinated community response for people living with severe hoarding issues. The project will involve building strategic alliances within government and the community.		
CLASSIFICATION	WCS Level 7	SERVICE AREA	Disability Mental Health and Aged Care/Mental Health
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 38
LOCATION	Callam Office, Philip 2606		
IMMEDIATE MANAGER	Director Disability, Mental Health and Aged Care		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	2	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	Mental Health and Wellbeing Teams, BIT volunteers, other areas of WCS as needed		
EXTERNAL	ACT Health Protection, HCMG and Lead government agencies, community organisations, the Recovery College		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Be responsible for the overall management of the HASS Project. ▪ Ensure systems are designed and implemented to refer participants into the service, and to deliver appropriate case management for this group of clients. ▪ Provide a welcoming and professional environment for participants, carers/family members, service providers and other stakeholders through consistent high-quality person-centred practice and leadership. ▪ Build strategic and necessary relationships with stakeholders to help facilitate the best outcomes for this group of clients and ensure professional, respectful relationships are maintained. ▪ Develop systems to respond to, and document, and report about external enquiries about hoarding. ▪ Deliver hoarding early intervention activities, including the Buried in Treasure courses, the Family as Motivators support program, and targeted training sessions for to help build capacity of non-government providers of services. ▪ Work with managers to promote the service and identify strategic opportunities for development and external partnerships. ▪ Work with the manager to submit the reporting requirements and monitor the budget. 			

- Provide supervision, debriefing and support to other HASS staff, employed and volunteer, to ensure recovery-oriented and strengths-based support.
- Participate in evaluation activities associated with the Project.
- Engage in the evaluation of performance with the manager and actively seek opportunities to develop professionally and personally through supervision and reflective practice.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles
- Apply National Principles for Child Safe Organisations, as applicable for the role.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Qualifications in Psychology, Community Development / Education, Counselling or Social Work will be preferred. ▪ Extensive skills, knowledge and experience in providing direct and personalised assistance through case management, providing information and referral as well as monitoring and reporting progress. ▪ A thorough understanding and demonstrated awareness of strength-based, solution focused and recovery approaches. An understanding of social justice principles. ▪ Demonstrated ability to build supportive and respectful relationships with people experiencing mental illness and significant distress including family members and carers. ▪ Effective communication skills, including the ability to develop strong relationships and trust with people experiencing mental illness, their families and carers, as well as internal & external stakeholders. ▪ Demonstrated ability to provide leadership effectively and collaboratively to a small team and a willingness to participate in reflective practice. ▪ Thorough understanding of the importance of personal and professional boundaries, ethical behaviour, policies and procedures. ▪ Demonstrated ability to provide supervision, debriefing and support to team members and ensure access to appropriate training. ▪ Fully vaccinated against Covid -19. 						
Other	<ul style="list-style-type: none"> ▪ Ability to work outside normal business hours if required ▪ Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. ▪ Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration. ▪ A current First Aid Certificate and Driver's License. 						
Document History	Original: January 2020 Revised: February 2022 Version: V3						
Employee's name	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 20%; text-align: center;">Signature</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">DATE</td> <td></td> </tr> </table>		Signature			DATE	
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